

TOWN OF TUFTONBORO  
BUDGET COMMITTEE  
P.O. Box 98, 240 Middle Road  
Center Tuftonboro, NH 03816  
Telephone: (603) 569-4539 Fax: (603) 569-4328  
[www.tuftonboro.org](http://www.tuftonboro.org)

BUDGET COMMITTEE

Tuesday, May 24, 2016  
6:30 p.m. - Town House

*Corrections noted in bold and italics.*

MINUTES

**Present:** Chairman Carla Lootens, Vice-Chairman Steve Brinser, Members Helen Hartshorn, John Libby, Tyler Phillips, Bob Theve, Selectmen's Representative Carolyn Sundquist, and Karen Koch.

**OPEN MEETING:** After declaring a quorum, Chairman Lootens opened the meeting at 6:30 p.m. and led the Pledge of Allegiance.

**CHAIRMAN COMMENTS:** At Chairman Lootens' request, John Libby introduced himself to the group and gave a brief description of his background.

**REVIEW/APPROVAL OF MINUTES:** Chairman Lootens called for review and approval of the February 2, 2016 minutes.

**Motion:** Selectmen's Representative Sundquist moved to accept the minutes as written, seconded by Vice-Chairman Steve Brinser. Vote passed 7-0.

**REVIEW OF LAST BUDGET SEASON:** Chairman Lootens commented that the graphs that Helen Hartshorn created last year worked well.

There was discussion about finalizing the operating budget earlier for 2017. The discussion resulting in leaving the idea with CIP and the Selectmen to see what steps may be done to push the timeline up.

There was discussion about capital reserves and their purpose, as well as undesignated fund allocation.

Discussion ensued regarding the criteria difference between operating budget expense items versus warrant article items. As the Selectmen are the ones that decide the criteria, Selectmen's Representative Sundquist explained that it is difficult to place certain criteria on each as each expense is reviewed individually.

There was discussion about last year's public hearing and public input. **Motion:** Bob Theve moved that the public have the opportunity, at the end of the meeting, to ask questions or raise concerns relevant to the subject of the meeting, seconded by Helen Hartshorn. Vote passed 5-0-2. Vice-Chairman Brinser and John Libby abstained. Vice-Chairman Brinser felt that it may be beneficial to review questions after each budget line, rather than at the end of the meeting. John Libby felt that he doesn't yet have enough exposure to processes to make a decision at this time.

## NEW BUSINESS:

### CONFERENCES:

Chairman Lootens noted upcoming conferences available from the NH Municipal Association:

- June 4 Local Officials Workshop
- June 10 Avoiding the Road to Liability
- September 20, 27 Budget Finance Workshops
- November 16, 17 NHMA Annual Conference
- Sign up for Electronic Bi-Weekly Newsletter "Newslink" [nhmaininfo@nhmunicipal.org](mailto:nhmaininfo@nhmunicipal.org)

### BOS UPDATE, MEMBER/SELECTWOMAN SUNDQUIST:

Selectmen's Representative Sundquist had no updates.

In response to Tyler Phillips' question regarding the Selectmen's goals for the next year, Selectmen's Representative Sundquist shared that since it now seems that the Library Trustees do not want the Library back on the warrant until 2018, it raises concern as to what to do with the Police Station. This was followed by discussion regarding monies already set aside for the new Library.

In response to Vice-Chairman Brinser's question regarding the status of Town purchased property, such as the Gould property, Selectmen's Representative Sundquist shared that these purchases have not currently been a discussion item with the Selectmen.

Selectmen's Representative Sundquist responded to Tyler Phillips' question about tax deeded properties and explained that there are approximately 8 properties that are being considered at this time for auction. The Selectmen will be meeting with Attorney Sager at their June 6, 2016 meeting to discuss this further.

### PACKET REVIEW/QUARTERLY REPORTS:

Members of the committee asked questions of Selectmen's Representative Sundquist regarding specific revenue and expenditure lines (YTD FY 2016). Selectmen's Representative Sundquist provided the following explanations:

#### REVENUES:

**01-3189-02-730 Betterment Tax:** This is a tax that we collect from Zadedda Farms. The Town improved their roads and took them over. Now that the Town completed the roads, the residents are paying back the Town.

**01-3401-04-110 Recycling Income** low year to date: Selectmen's Representative Sundquist explained that this does not have a specific flow. It depends when the commodities are sold. She also added that commodity prices are down so there is not a great push to sell.

**01-3509-05-110 Welfare Reimbursements:** The Town asks that people who receive assistance from the Town reimburse the Town what they can, if possible.

#### EXPENSES:

**01-4130-03-110 Administrative Secretary** year to date percentage used is higher than others (42% vs 33%): Before the permanent position of Administrative Secretary was filled, there was a period of time that temporary help was hired to fill in for the Administrative Secretary position as well as the Budget Committee Administrative Secretary.

**01-4155-01-250 Unemployment Compensation** at 100%: **Selectmen's Representative Sundquist** believes that this is paid upfront once a year.

**01-4152-01-312 Assessor** year to date percentage used is less than other lines: Perhaps this line is not at the same percentage because we haven't yet received invoicing from Sansoucy for the utilities.

**01-4191-03-680 Planning and Zoning Master Plan Review** Status: Selectmen's Representative Sundquist is at the understanding that the Planning Board is tallying results at this point and has no further updates.

**01-4191-02-240 ZBA Workshops** at 110%: There is not of great concern as it is a small amount and is a once a year event.

**01-4196-01-260 Worker's Compensation** year to date percentage used is higher than others: This is not a monthly bill. It has a different schedule of payment.

**01-4195-01-490 Cemetery Maintenance Appropriated** has small percentage used and **Old Cemeteries Restoration** has not had any expenditures: The only item that has been paid for thus far is Spring cleanup. A brief discussion about future distribution of cemetery duties ensued. Details are yet to be decided.

Selectmen's Representative Sundquist confirmed that there won't be any big salaries increases like there were in the last two years..

**01-4903-13-720 Buildings Fire Station:** Selectmen's Representative Sundquist thinks that this is money left over from the fire station. She will follow up for clarity.

**01-4415 Health Agencies:** These should have been paid at 100%. Selectmen's Representative Sundquist will follow up.

**01-4619-03-810 Tuftonboro Milfoil Cont Comm.:** No monies have been spent yet as this is something that is done in the summer.

**01-4909-15-730 Lang Pond Road and 01-4909-21-730 Davis Field** monies not spent yet: There has been no action yet for Lang Pond Road, except for the permit, ***the Town accepted a donation from MLPA to pay for the permit which is in another budget line.***

**DISCUSSION ON FUTURE MEETINGS:** Meetings were agreed to be held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 6:30pm. It was agreed to have the Selectmen decide the budget timeline before setting the first meeting date.

#### **ELECTION OF OFFICERS:**

**Motion:** Helen Hartshorn moved to nominate Carla Lootens as Chairman, seconded by Bob Theve. Vote passed 7-0. Vote unanimous.

**Motion:** Tyler Phillips moved to nominate Steve Brinser as Vice-Chairman, Carla seconded. Vote passed 7-0. Vote unanimous.

**Motion:** Chairman Lootens moved to nominated Helen Hartshorn as CIP representative, seconded by Bob Theve. Vote passed 7-0. Vote unanimous.

#### **PUBLIC INPUT:**

Max Ledoux asked that Budget Committee consider if it is morally correct for the Town to take taxes from townspeople then, in turn, give that money to charities. Chairman Lootens shared that the Town is mandated by the state to provide welfare and some of the organizations on the list provide services that we as a town would not be able to provide. Chairman Lootens replied that the Budget Committee will take his comments into consideration.

Tyler Phillips complimented the Selectmen for doing the road ride around with the Road Agent in order to be able to see roads that are not state maintained.

ADJOURNMENT: On a motion made by Chairman Lootens, seconded by Bob Theve. Vote passed unanimously. Meeting adjourned at 8:13 p.m.

Prepared and submitted by: Karen Koch